



CITY OF LODI COUNCIL COMMUNICATION

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AGENDA TITLE: Adopt Resolution Authorizing Destruction of Certain Citywide Records

MEETING DATE: March 4, 2009

PREPARED BY: Randi Johl, City Clerk

RECOMMENDED ACTION: Adopt resolution authorizing the destruction of certain Citywide records in accordance with the Government Code and the City's Records Management Policy.

BACKGROUND INFORMATION: Section 34090 of the California Government Code provides for the destruction of certain City records with the approval of the legislative body by resolution and the written consent of the City Attorney. In addition, the City Clerk's office coordinated and compiled a listing of Citywide records to be destroyed from the various departments pursuant to the City's Records Management Program and Policy (2007), which specifically provides for the annual destruction of said records in accordance with the Secretary of State's Records Retention Guidelines.

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable.

Randi Johl
City Clerk

Attachments

APPROVED:

Blair King, City Manager

RESOLUTION NO. 2009-23

A RESOLUTION OF THE LODI CITY
COUNCIL AUTHORIZING DESTRUCTION OF
CERTAIN CITYWIDE RECORDS

WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 4, 2009

I hereby certify that Resolution No. 2009-23 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 4, 2009, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Johnson, Katzakian, Mounce,
and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

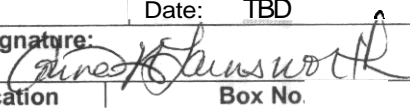
ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: City Clerk	Date:	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Elections & Operations	Prepared By: Corina Farnsworth	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
City Council Calendars and City Council/City Clerk Travel	2006 and prior	City Clerk's Office	
City Council and City Clerk's Office general correspondence	2006 and prior	City Clerk's Office	
City Council meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2006 and prior	City Clerk Vault	
Shirtsleeve Session meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2006 and prior	City Clerk Vault	
Notice of Public Hearings	2004 and prior	City Clerk's Office	
Legal Advertising/Proof of Publications	2004 and prior	City Clerk's Vault	
Weed Abatement Files	2006 and prior	City Clerk's Office	
City Council Audio & Video Tapes	2006 and prior	City Clerk's Office	
Administration/Campaign Statements and Conflict of Interest	2003 and prior	City Clerk Vault	
Nomination Paoers	2003 and prior	City Clerk Vault	

Department Head: _____ Date: _____

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 2/12/09

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

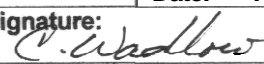
Attachment A – Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Internal Services City Clerk	Date: 02-06-09	Total No. of Pages: one	Proposed Destruction Date: TBD
Division: Financial Services Accounting	Prepared By: Cory Wadlow Senior Accountant	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2006-07	Basement	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Integrity Reports	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2004-2005	"	
Accounts Payable Final Post	2006-2007	"	"
Accounts Payable Payment Register	"	"	
Accounts Payable Payment Group	"	"	
Accounts Payable Cash Requirements	"	"	
Accounts Payable Posting Edit	"	"	
Accounts Payable Edit Report	"	"	
Collectors Daily Reports	"	"	
Misc. Journal Entries	2003-2004	"	
Wire Transfers	2005	"	
Inventory	2006-2007	"	


Department Head: Ruby Paiste, Internal Services Manager– Date: 02-6-09

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 2/23/09

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

City of Lodi

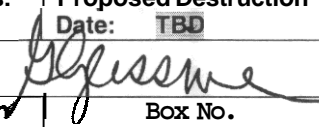
Destruction Completed By:

Printed Name	Signature	Date
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AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Internal Services	Date: 1/29/09	Total No. of Pages: <u>one</u>	Proposed Destruction Date: <u>TBD</u>
Division: Finance	Prepared By: Gail Glissman	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2003	Finance Basement	
CIS Daily Postings & Journals	July 2002 – June 2003	Finance Basement	
Service Orders/Utility Contract	July 2002 – June 2003	Finance Basement	
Correspondence	July 2004 – June 2005	Finance Basement	
Deposit Refunds	July 2002 – June 2003	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2002 – June 2003	Finance Basement	
Lodi Downtown Business Partnership Collections	July 2002 – June 2003	Finance Basement	
Miscellaneous Receivables	July 2002 – June 2003	Finance Basement	
Returned Checks	July 2004 – June 2005	Finance Basement	
Pet License Applications	July 2002 – June 2003	Finance Basement	

Department Head: Ruby R. Faite Date: 2/5/09

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

Destruction Completed By: _____

City of Lodi

Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

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AUTHORITY TO DESTROY OBSOLETE RECORDS

CITY CLERK
CITY OF LOD

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**Signature certifies a Cily Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

Department: Police	Date: 01/27/09	Total No. of Pages:	Proposed Destruction Date: 031 /09
Division: Administration	Prepared By: S. Meyers	Signature: <i>Sandra Kay Meyers</i>	Box No.
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	
Background Investigations	+ 5 yrs from closure	Administration	
and Employment Records of	date (prior to 2004)	personnel filing	
previous employees who		cabinet	
have left employment with the City (not Retirees).			
Background Investigations	+ 5 yrs from closure	Administration	
And Employment Records of	date (prior to 2004)	personnel filing	
Retired employees who are		cabinet	
Now deceased.			

Department Head: *[Signature]* Date: *1-23-01*

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name	Signature	Date
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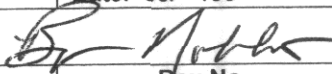
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Documents involved in litigation or pending audit will not be destroyed

Department: Police	Date: 01/27/09	Total No. of Pages:	Proposed Destruction Date: 03/ /09
Division: Investigations	Prepared By: Lt. Bryan Noblett	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Admin/Internal	+ 5 yrs from closure	Investigations	
Investigations	date	Lt. filing cabinet	
Background Investigations	+ 2 yrs from closure	Investigations	
(not hired)	date	Lt. filing cabinet	

Department Head:  Date: 1-27-05

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

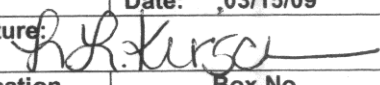
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Department: Police	Date: 01/27/09	Total No. of Pages: 5,000	Proposed Destruction Date: 03/15/09
Division: Records	Prepared By: H. Kirschenman	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Traffic Citations	+2 yrs from closure	Records cabinets	
	Date old '2006'		
Incident reports	1/1/03 thru 12/31/03	Records cabinets	

Department Head:  Date: 1-27-09

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

Destruction Completed By: _____

Printed Name	Signature	Date

Attachment A – Form 4 (Authority to Destroy **Records**)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

Department: Public Works	Date: 02/09/09	Total No. of Pages: 3	Proposed Destruction Date: TBD
Division: Administration/Engineering	Prepared By: Pam Farris	Signature: <i>P. Farris</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Cellular Phone Bills (02-03) (Fin - C)	2002-2003	City Hall	1
Engineering Statements 2002 (Fin - S)	2002	City Hall	1
Finance Dept. Memos (98-02) (Fin-M)	1998-2002	City Hall	1
Engineering Statements 2003 (Fin-S)	2003	City Hall	1
BMX Track – Salas Park/Century Blvd. (PR-L)	2000-2002	City Hall	1
Traffic Control Device Inventory (OTS Grant) (TR-R&S)	1997-2002	City Hall	1
Eastside Lighting Project Phase 3 (PR-E)	2000-2002	City Hall	1
Alley South of Pine St. Wastewater Main Rehab Project (PR-SS)	2003-2004	City Hall	1
Lawrence Park Playground (PR-P)	2002-2003	City Hall	1
Lodi Lake Fishing Dock, 1101 W. Turner Rd. (PR-P)	1997-2002	City Hall	1
Lodi Ave. and Sacramento St. Signal Modifications (PR-SI)	1998-2002	City Hall	1
Traffic Signal and Street Lighting for Century Blvd. and Ham Ln. (PR-SI)	2003	City Hall	1
Lockeford St. Storm Drain (Mills Ave. to 300 Feet East of Loma Dr.) (PR-SD)	2003-2004	City Hall	2
Main St. Storm Drain Improvement Project (PR-SD)	2003-2004	City Hall	2
Beckman Rd. Reconstruction & Bike Lane Striping. 1,000 Ft. South of Vine St. to 700 Ft. North of Pine St. (PR-ST)	1998-2001	City Hall	2
Kettleman Lane Street Improvement (I-5) (PR-ST)	1979-1982	City Hall	2
Kettleman Lane (Hwy. 12) Landscape and Irrigation Project (Hutchins St. to Fairmont Ave.) (PR-ST)	2001-2005	City Hall	2

Attachment A – Form 4 (Authority to Destroy **Records**)

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City of Lodi

Lower Sacramento Road Utilities (Kettleman Lane to Turner Road) (PR-ST)	2000-2002	City Hall	2
Stockton St. Reconstruction – Tokay St. to Lodi Ave. (PR-ST)	2001-2002	City Hall	2
Stockton St. Reconstruction – Tokay St. to Lodi Ave. Certified Payroll & Preliminary Notices (PR-ST)	2001-2002	City Hall	2
Well 10C Site Improvements, 790 N. Guild Ave. (PR-W)	2002-2004	City Hall	2
Well 10C Well Drilling, 790 N. Guild Ave. (PR-W)	2002-2003	City Hall	2
Turner Rd. @ Mills Ave. Grade Crossing Protection – DE-105.3 (PR-ST)	1980-1999	City Hall	3
Communication Conduit Installation. 305 W. Pine St. to 300 W. Pine St. (PR-M)	2004	City Hall	3
Elm St. Parking Lot. 11, 15, & 17 W. Elm Street (PR-M)	2000-2002	City Hall	3
General Plan – Jones & Stokes (PR-M)	1988-1991	City Hall	3
Growth Management Plan (PR-M)	1988-1991	City Hall	3
Police Department Carnegie Basement Remodel Specifications (PR-M)	1996	City Hall	3
Roof Evaluations for City Buildings (Price Consulting, Inc) (PR-M)	1997-2000	City Hall	3
Re-Roof Project. 100 E. Pine St. (New Shanghai Building) (PR-M)	2002-2003	City Hall	3
Vehicle Exhaust Extraction Systems for Fire Stations 1,2,&3 (PR-M)	2000-2001	City Hall	3
White Slough Control Building Re-roof, 12751 N. Thornton Rd. (PR-M)	2002	City Hall	3
Property Acquisition – 13 N. Church St. (PR-C)	1990-1992	City Hall	3
Property Acquisition – 233 N. Church St. (PR-C)	1990	City Hall	3
Property Acquisition – 207 W. Elm St. (PR-C)	1987-1988	City Hall	3
Property Acquisition – 211 W. Elm St. (PR-C)	1987-1988	City Hall	3
Property Acquisition – 214 W. Lockeford St. (PR-C)	1989-1990	City Hall	3
Property Acquisition – 346 N. Stockton St. (PR-C)	1990	City Hall	3
Property Acquisition (Miscellaneous Documents) (PR-C)	No dates. Blank forms only.	City Hall	3
Business Expense Reports & Claim Vouchers (2000-2002) (FIN-C)	2000-2002	City Hall	3
Special Allocations FY 2000 – 2000 (FIN-B)	2000	City Hall	3
Special Allocations FY 2001-2002 (FIN-B)	2001-2002	City Hall	3
Animal Shelter (1982 - 1989) (PR-M)	1982-1989	City Hall	3

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

City of Lodi

Department Head: A. [Signature] Date: 2/9/9

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Destruction Completed **By:**

_____	_____	_____
Printed Name	Signature	Date

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation*

Department Head: [Signature] Date: 2/12/09

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Destruction Completed By: _____

Date

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